



# Summer 2019 Webinar Series

## To Register:

Phone: 406.248.6178 | Email [reg@aehr.org](mailto:reg@aehr.org)

Online: [www.associatedemployers.org](http://www.associatedemployers.org)

## Cost per webinar:

AE Member Companies - \$60 Non-member Companies - \$95

Price is for one (1) login. Additional logins are available for \$5 ea.

## Webinars are held from noon to 1 p.m.

### Wage & Hour Part I: Exempt Employees

Date: 06/12/2019

- Exempt employees defined
- Importance of job descriptions in determining exempt status
- Explanation of each exemption
- Paying exempt employees
- Docking exempt employee wages

### Wage & Hour Part II: Non-exempt Employees

Date: 06/26/2019

- Non-exempt employee defined
- Definition of a work week
- Hours worked defined to include travel time
- Properly determining and paying overtime
- Comp time & potential pitfalls (Independent Contractors, Volunteers)

### Recruitment & Retention- Key Strategy to Win With New Hires!

Date: 07/10/2019

- Preparation
- Casting your net: targeting applicants & marketing the Job opening
- Screening applications and candidates
- Selection & offering the job!
- Orientation, training & performance management for increasing retention

### Making the Most of Meetings

Date: 07/24/2019

- Model for superior facilitation
- Model for successful meetings
- Managing team potential ahead of time
- Driving the team to perform
- Continuous improvement of team results

### Sales Success: Cold Calls & Closings

Date: 08/07/2019

- Sales process overview
- Skills for success
- Cold calling process
- Importance of effective listening
- Closing the deal

### Workplace Investigation Essentials

Date: 08/21/2019

- Identifying the need for conducting a workplace investigation
- Knowing the steps to conducting a thorough investigation
- Importance of maintaining confidentiality and avoiding retaliation
- Steps to completing your findings
- Properly maintaining the investigation file

## Not available for the live version?

If these times do not fit your schedule, recorded versions are available for purchase on our website two days after the live version.

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